



Garstang Town Council

Protocol for funeral arrangements for a former Mayor or Town Cllr

Version Number	Purpose/Change	Author	Date
1.0 Final Version	Final version – approved by GTC	E Parry, Town Clerk	17/02/2019 211 (2019-20)

Protocol for funeral arrangements for a former Mayor or Town Councillor

- i. The protocol applies to the death of a former Mayor of Garstang or former Town Councillor.
- ii. The Mayor is notified by either fellow Town Councillors or Town Clerk of the death of a former Mayor/Councillor.
- iii. The Clerk confirms and circulates the funeral details to the Mayor and Town Council.
- iv. The Mayor attends the funeral and wears the Mayoral chain. If the Mayor is unable to attend, the Deputy Mayor will attend the funeral and wear the deputy insignia.